You can change the default names for the groups and the newly created group field by editing the name in the input field (for example changing Group2 to Technical). The pivot table will remember these settings, even if you change the layout later on.

Department2 ▼	Department ▼	Sum - Sick days
Group1	Accounting	7
	Purchasing	6
	Sales	7
Group2	Assembly	5
	Production	18
	Warehouse	5
Total Result		**48**

Figure 278: Grouping finished

To add partial sums for the groups, right-click the results of the pivot table and select the **Properties** option. Double-click the **Department2** entry in the *Row Fields* area and select the **Automatic** option on the Data Field dialog (Figure 258). Click the two **OK** buttons and the pivot table is updated to include the partial sums for the groups, as shown in Figure 279.

Department2 ▼	Department ▼	Sum - Sick days
Group1	Accounting	7
	Purchasing	6
	Sales	7
Group1 Result		**20**
Technical	Assembly	5
	Production	18
	Warehouse	5
Technical Result		**28**
Total Result		**48**

Figure 279: Renamed group and partial results

If it is not enabled already, select the **Enable drill to details** option on the Pivot Table Layout dialog. Double-click the Group 1 and Technical entries in the Department2 column to collapse/expand the group entries (for example, Figure 280 shows both groups collapsed).

Department2 ▼	Sum - Sick days
Group1	20
Technical	28
Total Result	**48**

Figure 280: Reduced to the new groups

✅ **Note**

A well-structured database makes manual sorting within the pivot table obsolete. In the example shown, you could add another column with the name Department, that has the correct entry for each person based on whether the employee's department belongs to the group Office or Technical. The mapping for this (1:n relationship) can be done easily with the VLOOKUP() function.

Sorting the result

The results of a pivot table are by default sorted so that categories in columns and rows are presented in ascending order. There are three ways to change the sorting order:

- Select a sort order from the drop-down menu on a column's heading.
- Sort manually by using drag and drop.